

## Library Cards

Revised May 2019

### *Physical Library Cards*

A physical library card is issued to patrons who visit one of the branches and fills out a paper application.

### *Digital Library Cards*

A digital library card is not a physical card or a scan/photo of a physical library card but rather an alphanumeric barcode that a patron receives when he/she visits the library's website and completes an online application.

### *Cost for Library Card*

Boyd County Public Library District is a tax supported institution. Boyd County residents pay no additional fees for obtaining a borrower's card.

### *Exceptions*

- *Reciprocal Agreements*

The Library has reciprocal agreements with libraries in many surrounding counties. No additional fee is charged to residents of Greenup County (KY), Carter County (KY), Lawrence County (KY), Rowan County (KY), Cabell County (WV), Wayne County (WV), or Lawrence County (OH), along with many other counties. (See a staff member or the library's website for a current list of reciprocal counties.) This allows Boyd County residents to obtain cards in these counties as well.

Out-of-county borrowers, from reciprocal counties, must also present a current, valid library card from their home county library when applying for a Boyd County Public Library borrower's card.

- *Non-resident fees*

Non-Boyd County residents and users from non-reciprocal counties are required to pay a usage fee of \$60; it is good for twelve months.

- *Temporary library card*

Temporary cards are issued to borrowers visiting the area for less than three months and who do not hold cards from a reciprocal county. They are valid for up to 90 days. There is a \$20 deposit required that is refunded when all materials are returned; any outstanding fees will be deducted from the deposit.

### *Applying for a library card*

All applicants for a Boyd County Public Library District borrower's card must register in person and authorize the agreement. Identification including proof of address is required for a library card to be issued.

Application must be completed in full, including street address for patrons with PO Box numbers; general delivery addresses are not acceptable forms of address. Proof of name and current address is required to receive a library card.

*Acceptable forms of photo ID are current (unexpired)*

- State issued driver's license, State issued ID card, Passport, Immigration card, VISA, or Green card, Military ID card, or Veteran's ID card.
- Expired photo IDs or retired military identification cards are permitted but must be accompanied by another item showing the patron resides at the given address

*Acceptable forms of address verification are these items with both current name and address:*

- State issued driver's license or ID, current utility bill, current mail (postmarked within the last 30 days), property tax records, or other substantiating document.
- Current (unexpired) Active Duty Military do not require proof of address.
- If above form of address verification is unavailable, the card will be mailed. The account will be restricted until verified and validated.

*Emancipated Juveniles*

Emancipated Juveniles must present acceptable identification as listed above in addition to a valid emancipation order from the court in which they were emancipated.

*Juvenile Borrowers*

A Juvenile Borrower is anyone under 18 years of age. They may obtain a library card in one of the following ways

- Full Borrowing Privileges (default setting)  
A parent or legal guardian must present acceptable identification and sign for the juvenile to receive full borrowing privileges which includes Internet access. If the parent or legal guardian has a library card it must be in good standing at the time that he/she signs for the juvenile card. Good standing means that the parent/guardian's account is not restricted.
- Items Only  
Same requirements as "Full Borrowing Privileges" but without Internet access granted by parent/guardian.
- Restricted  
The juvenile may present proof of his/her name (textbook, school ID, mail, etc.) and receive limited borrowing privileges. The juvenile may also log into his/her school student portal from a staff computer to prove identity.
- Teacher Verification  
A student's teacher may verify parent information (see Teacher Verification of Students Application). This type is limited to "Items Only" account.

*Authorizing application*

To protect patron records from unauthorized use, a photograph of each patron is added to his or her account. All photographs in patron records are considered confidential

information and are not shared with anyone unless that person has the proper right to access the information. (See Confidentiality of Library Records.)

#### *Patron photographs*

An applicant's photograph will be added at the time of registration with consent of the patron. Patrons without photographs in their record will be photographed at check out with consent of the patron after acceptable identification is presented to the staff.

Patrons who do not wish to be photographed may opt for Signature capture and may be required to provide photo identification (e.g. state-issued ID, employee ID, etc.) at every check out. Patrons who cannot provide photo identification may be denied the use of library services until positive identification can be made.

#### *Photographs of juvenile patrons*

Photographs of juveniles will be added when a parent or legal guardian is present who can show acceptable identification and can authorize photographing the minor child.

Also, photographs of juvenile patrons will be updated annually (at the time of the annual address check). To facilitate this, the library defaults accounts to: *parent or legal guardian grants consent to have his/her child's photo capture updated annually* unless: the account has been set "parent must be present".

Photographs of juveniles are not required if the juvenile has a Limited card. For minors 10 years of age or younger, parent or guardian will be included if picture capture is selected as authorization.

#### *Teacher Verification of Student Applications*

A teacher of a classroom or individual student may act as verification of parent signature and address. The teacher should pick up blank applications and rules flyers at any branch. Then send application and rules flyer home with student and have the parent fill out application according to the rules on the flyer.

Teacher should indicate verification of parent's signature and address by printing his or her name and signing on the back of the application. The completed and signed application(s) should then be taken to any BCPL location.

Cards will be issued after they have been reviewed and entered, within five (5) days after applications are received. Cards will be mailed to student's home address once verified. Any students with an existing account will be notified, along with any overdue items. Application capture will be used on child's account as parent/guardian authorization. Applications will be shredded once entered and verified.

#### *Reverification of library accounts*

Accounts, in good standing, are valid for the life of the account holder. Annually, the library conducts account revalidation. Account holder must present library card and verify address and telephone number. If a patron has had mail returned to the library,

proof of address will be required. Borrowing privileges may be suspended until personal information is verified.

### *Responsibility*

The individual to whom a library card is issued is responsible for all materials checked out on that card. A parent or legal guardian who signs for a juvenile card is responsible for all materials checked out on that card and is responsible for any fees that may be incurred.

However, the library recognizes that it may be helpful for account holders to loan their library cards to family members or others. To facilitate this, the library defaults accounts to: *possession of a library card implies consent to check out materials, renew items, pick up reserved items, and/or provide loan, hold, or fine information for the account*, unless:

- The account holder has set the account to “account holder only”, OR,
- Staff has information to indicate that possession of the card was wrongfully obtained.

Under no circumstances will staff reveal personal information such as (but not limited to) address, phone number, or pin number to anyone other than the account holder.

### *Lost or stolen cards*

If a card is lost or stolen, it is the patron's responsibility to notify the library immediately. The patron will be held responsible for any materials checked out before the card is reported lost or stolen. There is a \$2 non-refundable replacement fee for a lost card. There is no charge to replace a stolen card. Cards that are reported lost or stolen cannot be used.

### *Damaged cards*

If a card is damaged to such an extent that it can no longer be used, a replacement card must be issued before any material is checked out. There is a non-refundable \$2 replacement fee for a damaged card. There is no charge to replace a worn out card.

### *Paper Application*

Paper applications are shredded once entered in the library system and verified.

## **Digital Library Cards**

Created May 2019

A digital library card is an alphanumeric barcode that a patron receives when he/she uses the library's website or the library's app to complete an online application. The user must be a resident of Boyd County, KY in order to receive a digital library card.

Patrons may convert a digital library card to a physical library card by visiting a branch and presenting acceptable identification.

### *Services provided*

Patrons with a digital library card may use any of the library's online resources from its website or third-party service applications. These include such things as electronic books, audiobooks, videos, music, magazines, academic and consumer research databases, encyclopedias, instructor-led online courses for adults, and practice tests.

### *Excluded services*

Digital library cards may not be used to check out physical materials, use a self-check station, log in to the library's public computers, or use the library's laptop kiosks.

### *Restrictions*

The digital library card is available to patrons of all ages, however, in compliance with the Children's Online Privacy Protection act, registration for children under the age of 13 must be completed by the parent or legal guardian.